



**Directive # 2023-D-005**

**Subject: Airport Traffic Directives Updated 2023 version**

**From:** Airport Operations

**Contact:** Robyn Rau, Manager-Airside Vehicle Operator Program [robyn.rau@gtaa.com](mailto:robyn.rau@gtaa.com)

**Date of Issue:** March 22, 2023

**Effective Date:** Immediate

**Expected Action:** Airside vehicle operators are expected to:

- Cease the use of Airport Traffic Directives 2019.
- Ensure any training, processes and procedures reflect the contents of this version.

**Background and Impact:** The Airport Traffic Directives outline the airside rules and policies governing the use of the AVOP GA/DA and D permits issued to those who have a need and right to access airside operations in the ongoing and regular performance of their duties. The purpose of this Directive is to announce the release of Version 1.0 for 2023 and to highlight the major changes therein. These changes are summarized in Appendix "A"

To access the Airport Traffic Directives please refer to the Airside Vehicle Operator Program website at [Pearson Airside Vehicle Operator's Permit – GTAA AVOP | Pearson Airport \(torontopearson.com\)](https://www.torontopearson.com/aviation/airport-traffic-directives)

A handwritten signature in black ink, appearing to read "Craig Bradbrook".

Craig Bradbrook

Chief Operating Officer

**Appendix “A”**  
**Airport Traffic Directives 2023 Version 1.0**  
**Outline of Contents and Major Changes**

**Airport Traffic Directives – AVOP Requirements and Administration 2023**

**CHAPTER 1**

**1.2.3.1 AVOP Terms & Conditions**

Added – AVOP holders shall not operate equipment not owned by the company they are currently working for.

**1.2.7 Signing Authority**

Added - Once signed, an AVOP application form is valid for 30 days from the date of signing by the signing authority.

**1.4.4 Vehicle Markers**

Clarification added to advise vehicle markers not required for vehicles remaining in tenant space.

**1.4.6 Vehicles with Obstructed Rear Views**

Added - If either of the two options above are not available, the driver **shall** conduct a physical check of their surroundings to ensure that the area behind the vehicle is clear.

**CHAPTER 2**

**2.2.1 AVOP Types**

Removed – reference to Hanger De-icing Facility.

**2.3.1.1**

Added – ability to request an oral test for those that have learning/educational difficulties

**2.3.2.1 Scheduling**

Added – ability to book practical test through online booking system

**2.3.2.2 Late Cancellation/No show Fee**

Revised – to include no show for booked written/oral exams, practical drive tests and AVOP issuance appointments

**CHAPTER 3**

**3.5 Driving with an Expired, Suspended, or Revoked AVOP**

Revised – Drivers found without a valid AVOP will be required to contact the AVOP Office to schedule an appointment to review the incident

**3.6 Appeals**

New appeal email address for submission of appeals.

**3.7.8 Escorting Vehicles**

Added – the use of escorts for daily operational tasks is not authorized.

**CHAPTER 4**

**4.1 Minor Infractions**

Added - Failure to ensure/operate vehicle/ equipment in safe working manner

**4.2 Major Infractions**

Added - Enter/Operate Vehicle in Designated Closed Area without Authorization or Operational Requirement

#### **4.3 Gross Misconduct**

Added Failure to comply with Air Traffic Control Instructions

Added CHAPTER 5 - Terms and Conditions

### **Airport Traffic Directives – AVOP DA 2023**

#### **CHAPTER 2**

##### **2.3.3.1 Vehicle Corridors**

**Added** – the Head of Stand road height restriction

##### **2.4 Deicing Facilities**

**Removed** - Hanger Deicing Facility

#### **CHAPTER 3**

##### **3.3 Non-Passenger Screening for Vehicles**

**Added/Revised** – Purpose of Non-Passenger Screening for Vehicles, as well as defined the areas considered to be the critical area

##### **3.6.1.4 Passing**

**Added** – **Passing in a connecting corridor is prohibited**

**Revised** – Passing a moving airside bus is prohibited. (**added** Moving)

##### **3.7.5 Closed Areas**

###### **Added – 3.7.5.1 Construction Closures**

**Added** - Only those with a valid requirement/need and right to be inside of the closure or construction site shall enter these areas. When there is a need to work inside of a closed area the driver must report to the on-site contact (Security Personnel, Site Superintendent, Supervisor, etc.) to advise they are in the work area and confirm the requirements of the task(s) necessary.

##### **3.11.4 Construction and Flagging Operations**

**Added** – not enter unless there is a requirement and authorization is granted from the site manager

#### **CHAPTER 4**

##### **4.2 Toronto Pearson Safety Program and Safety Management Systems**

**Removed** – See it, Report it, Prevent it campaign.

**4.8 Added** – Information regarding animals airside.

### **Airport Traffic Directives – AVOP D 2023**

#### **Added 2.3 Maneuvering Area Incursion**

Transport Canada definition of incursion. Adding wording to support the temporary confiscation of AVOP as a non-punitive strategy.

#### **Added 2.4.1 Driving through Closed Surfaces**

While driving on the airfield (Aprons and Maneuvering areas) transiting through closures or construction sites is not permitted, even if instructed by Nav Canada or other controlling apron advisory unit.

If instructed by any controlling unit to transit through a closure or construction area vehicle operators are to respectfully decline and respond by stating an alternate route is required to avoid the closure area.

Only those with a valid operational requirement/need and right to be inside of the closure or construction site shall enter these areas. When there is a need to work inside of a closed area the driver must report to the on-site contact (Security Personnel, Site Superintendent, Supervisor, etc.) to advise they are in the work area and confirm the requirement of the task(s) necessary.

**Appendix A: Airport Frequencies**

**Removed** – Hanger Deicing Facility